## RETURN TO WORK PROCESS – NON-WORK-RELATED DISABILITY

At [Organization Name], we are committed to supporting employees who have been absent from work due to a non-work-related disability and who require an accommodation in order to return to work. Therefore, the following return to work (RTW) process has been put into place to facilitate an employee’s safe and timely return to work.

**STEP 1: INITIATE THE RETURN-TO-WORK PROCESS**

* The employee reports their need for a disability leave to their supervisor or to human resources (as applicable)
* Information is sent to the RTW coordinator or designate

**STEP 2: MAKE AND MAINTAIN CONTACT WITH THE EMPLOYEE ON LEAVE**

RTW coordinator or designate

* Maintains regular contact with the employee, with the employee’s consent
* Provides the employee with RTW information
* Helps resolve any problems with treatment, if asked to by the employee
* Monitors the employee’s progress until they are fit for work

Employee

* Receives and follows the appropriate medical treatment
* Updates the RTW coordinator or designate about their progress
* Gives the healthcare provider the RTW information

Manager

* Ensures work practices are safe for returning employee
* Assists RTW coordinator or designate with identifying accommodations
* Assists RTW coordinator or designate with analyzing the demands of each job task

Healthcare provider

* Provides appropriate and effective treatment to the employee
* Provides required information on the employee’s functional abilities, if requested

**STEP 3: DEVELOP A RETURN-TO-WORK PLAN**

* The employee, the RTW coordinator or designate, and the healthcare provider (if needed) collaborate to develop a formal RTW plan, which is included in the employee’s individual accommodation plan, if applicable:
* if the employee has *no residual functional limitations*, they return to their regular position with no accommodation required
* if the employee has *temporary functional limitations*, they return to a temporary modified work environment with accommodation, or to an alternative transitional position, if available or possible
* if the employee has *lasting functional limitations*, they return to work with permanent accommodations or is permanently reassigned to another position, if available or possible

**STEP 4: MONITOR AND EVALUATE THE RETURN-TO-WORK PROCESS**

* The employee, supervisor, and RTW coordinator or designate monitor and review the RTW process regularly until it has been completed
* If the employee encounters challenges, the RTW plan is modified to overcome these challenges